

# E-GRANT BASICS

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## GETTING STARTED

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All applications for programs that start after July 1, 2004, must be submitted via the NAC e-grant system. This system will allow you to complete NAC applications on-line at your own pace, and then just “click” to submit.

### Access to the Internet

If you are unable to access the internet at home, contact a local library, school, community college or your workplace about accessing the internet. The NAC computer lab is open to the public during regular business hours, from 8:00 am – 5:00 pm M-F. Call the NAC to schedule an appointment to use the lab.

### Login Request Form for First-time Access

Before you can access the e-grant system, eligible organizations and individuals must receive a login and password from the NAC. Please contact the NAC for a Login Request Form, or download a copy from the NAC website. Once the NAC receives the completed form, the Authorizing Official will be e-mailed a login name and password. Please keep e-grant login information in a secure but accessible location. To insure the security of the system, the NAC maintains only a record of login names. If a password is lost or needs to be changed, the Authorizing Official should e-mail to [egrant@nebraskaartscouncil.org](mailto:egrant@nebraskaartscouncil.org) for assistance.

### Authorizing Official

As defined in the glossary (page 9), this person has legal fiscal responsibility for an organization. When the authorizing official signs the Login Request Form, NAC is provided with a signature that will be used to authorize the grants that your organization through the e-grant system. The Authorizing Official is responsible for managing access to his or her organization’s e-grant site. If your organization’s Authorizing Official changes, please contact the NAC.

### Contacts

A contact for the organization is an individual other than the Authorizing Official who is most familiar with the project. A contact may also be the individual who is writing the grant. Additional contacts for an organization can be created *only* with the authorizing official’s permission.

### Writing and Editing an E-grant

Upon receipt of login and password information, you can access your e-grant home page, where you will have access to application forms, guidelines and other information related to your organization. Each section of the grant application may be edited at any time before submission. A series of icons (see below) will help to orient you throughout the system. As you proceed through the system, be sure to click on the ‘Save’ button before leaving each section, in order to avoid losing your work.

### Submitting an E-grant

When all sections of the e-grant application are complete, a ‘Submit’ button will appear at the bottom of the Summary section. You must click ‘Submit’ on or before the deadline, in order to insure that the grant is submitted. Applications cannot be submitted after the deadline is passed.

Once you have submitted the grant, an archived version of the grant will be available for viewing on-line at any time on the organization’s home page. This will be a read-only version. Changes cannot be made to the grant once it is submitted. For your files, paper copies of the grant can be printed at any stage of the e-grant application process.

### Support Materials

Each grant category will clearly indicate what support materials are required. Support materials may include biographical information about the persons involved in the project, a project timeline, letters of support and other supplemental materials of your choosing. Support materials must be postmarked by the day of the deadline, or delivered to the NAC office no later than 5:00 pm on that date.

### Application Standards

All applications submitted for review must meet the following criteria:

- All sections of the application must be completed correctly in order for the grant to be submitted. Only when all sections are complete will the ‘Submit’ button appear at the bottom of the Summary section.
- The application must be submitted by midnight on the published deadline date for that grant category.
- The required support materials must be post-marked (not simply metered) by the day of the deadline, or delivered to the NAC office no later than 5:00 pm on that date.

### Getting Help with E-grant Questions

A list of FAQs on page 26 will assist you with common questions about submitting an e-grant application. Instructions on each e-grant application page will also be helpful in guiding you through the system. You may submit drafts of the e-grant from 2 to 4 weeks before the grant deadline for staff review. Contact NAC staff for draft review assistance.

# ACCESSING YOUR E-GRANT HOME PAGE

## Login to Begin

Anytime you are ready to work on a grant application, you will go to the e-grant login page to start. On this page, you will enter your Login ID and password. Click on the 'Login' button to login to the system.

## Home Page












Under the 'My Applications' tab on this page, a listing of grant categories for which you or your organization are eligible to apply is listed.

On the sidebar of your computer screen, beneath the NAC logo, a menu of the following items will help to orient you to the NAC e-grant system.

**Instructions:** Click on this item for instructions on completing an e-grant application.

**Glossary:** Click on this item for a glossary of e-grant system and general NAC program terms.

**Icon Key:** On the e-grant home page and on the application pages, icons are the small symbols that assist you with completing the application. Click on this item to view the following table:

Icon Key	
	View Application Information: Clicking on this icon allows you to view the data from the application. No changes can be made.
	New Application: This icon will only appear when you may apply for a grant for which you are eligible.
	Application is editable: This icon appears if an application in progress can be edited. Click the icon to go to the first page of the application.
	Information: Click this icon to open a window with information about the grant it references.
	Report: Click this icon to add or edit a final report.
	Archives: Click this icon to view past applications that you or your organization have submitted.
	Locked/Unlocked: Displays status of application. If locked, no editing can be done. If unlocked, either the application information can be changed, or a final report can be edited.
	Checked/Selected: In View Mode, this icon is used to indicate that a form element was selected.
	While working on a particular application, this (white dot) icon will appear to the left of menu items that have not been edited.
	While working on a particular application, this (green dot) icon will appear to the left of menu items that have been edited, but are not completed or are not completed correctly.
	While working on a particular application, this (green dot with a red checkmark) icon will appear to the left of menu items that have been edited and completed correctly.

The last three icons in the table appear only on the application sections, on the sidebar menu. These color-coded dots reflect the status of each section. The white dot means that you have not started to work on the section. The green dot means that you have done some editing on the section. The green dot with the red check mark means that you have properly completed the section.

**FAQ:** If you have questions about completing an e-grant application, click here first to read a list of Frequently Asked Questions.

**My Admin:** Click on this item to edit your address or contact information.

**Log Out:** Click on this item when you are ready to exit the e-grant system.

# COMPLETING THE APPLICATION

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## Starting a New Application

When you are ready to begin applying for a grant, go to your e-grant home page. Go to the appropriate grant category, and click on the 'New Application' icon to begin.

## Application Form

Each e-grant application form consists of six sections, which can be completed in any order. The section you are currently working on will be highlighted on the sidebar menu. The dot icons on the sidebar menu will chronicle your progress on each section, denoting when a section is not started, in progress, or completed. (See icon descriptions above.) If you need to print a hard copy for your own editing purposes, a 'Print' button is available at the bottom of each section. To print a full copy of the application for your files, a 'Print All' button is located on the bottom of the 'Summary' section.

### 1. Project Info

General information about the project is requested in this section, including project title, project start date, project end date, project summary, project personnel summary and contact person. The Authorizing Official can manage access to the site for additional contacts from this section.

**Project Title:** Enter a short phrase that describes the activities that this grant will support.

**Project Start Date and Project End Date:** These dates cannot be manually entered. Click your mouse in each box to choose the appropriate dates. A calendar will appear. Click on >> to go forward by month, and click on << to go back by month. When you have chosen the correct dates, click on 'Hide' to close the calendar box.

**Personnel Summary:** Enter the appropriate numbers in each box.

**Project Summary:** Type a one or two sentence summary of your project in the box. If your summary is longer than the box, a scroll bar will appear on the right side of the box.

**Contact Person:** If you are the Authorizing Official for your organization, you can change the contact for this grant by clicking on the dropdown menu by Contact Person. If you need to enter a new contact, click on 'New Contact' and follow the instructions.

*Remember:* Click on the 'Save' button at the bottom of this section to save your work and continue to the next section.

### 2. Statistics

This section provides the NAC with statistical information about your project. NAC uses this information to track agency funding trends for our own reports to the State of Nebraska and the National Endowment for the Arts.

You will click in the circle or box next to the most appropriate selection for the following areas: Arts Education, Organizational Characteristics, Cultural Emphasis of the Project. For Project Type, you can select more than one description.

*Remember:* Click on the 'Save' button at the bottom of this section to save your work and continue to the next section.

### 3. Accessibility

All projects funded by the NAC must be accessible to persons with disabilities. Completing the accessibility checklist about the facility and project participation confirms that your project is fully accessible to all participants. For additional information about this topic, see page 5.

**Facility/Venue Name:** Enter the name of the place where the project will take place.

**Seating Capacity of Facility:** Enter the seating capacity of the place where the project will take place.

**The Facility:** Click in the circle to answer 'Yes', 'No' or 'N/A' to each question about the facility.

**Program Participation:** Click in the circle to answer 'Yes', 'No' or 'N/A' to each question about program participation.

**Notes:** If you answered no to any of the questions in The Facility or Program Participation sections, you can explain your 'no' response(s) in this box.

Additional accessibility checklists should be filled out for projects utilizing more than one facility. After you have already clicked to 'Save' the current accessibility checklist, click on 'New Accessibility Checklist' at the top or bottom of this section for additional checklists.

*Remember:* Click on the 'Save' button at the bottom of this section to save your work and continue to the next section.

## 4. Narrative


It is recommended that you compose your answers in a word processing program that is equipped with a spell check tool, such as Microsoft Word or WordPerfect. You cannot spell check your text in the e-grant application. You can then paste your answers from the word processing program document into the appropriate narrative answer boxes in this section. Or you can type your answers directly into the answer boxes. A scroll bar will appear on each box, to enable you to scroll through the text you have entered. Please limit your answer to no longer than 300 words. Should your answer exceed this number, you can still submit that answer. However, a pop-up box will remind you that your answer has exceeded 300 words.

For most NAC grant programs, you will be asked to respond to a series of narrative questions. In addition to being asked to provide information about the project, you will be asked to describe community demographics including population, ethnic make-up, economics and other factors that make your community unique. A variety of data about Nebraska communities can be found on the official state website: [www.nebraska.gov](http://www.nebraska.gov). Click on *Facts About Nebraska*, and then on *Nebraska Databook*, or ask your local librarian to assist you.

*Remember:* Click on the 'Save' button at the bottom of this section to save your work and continue to the next section.

## 5. Budget

Successful projects must have a balanced budget. The budget section is really a summary of your project balance sheet.

You cannot enter budget amounts directly onto the lines under the 'Cash Total' column. Itemized amounts must be entered first. To enter itemized amounts, click on the grid symbol () by each item to access its itemization window. In this window, you will enter an 'Item Description' and an 'Amount' for each item. The 'Cash Total' at the bottom of the itemization window is automatically calculated. The 'Cash Total' amount is also automatically entered into that Expense or Income item on the main budget page. *Remember:* press 'Save' before closing the itemization window to save the entries, or you will lose your work.

On the main budget page, the grant request amount will be automatically calculated based on the budget amounts that you enter.

You can save an unbalanced budget and return to adjust it later. However, the budget must balance before the 'Submit' button will appear on the Summary section.

*Remember:* Click on the 'Save' button at the bottom of this section to save your work and continue to the next section.

## 6. Summary

In this section, you review information that you have already entered in the other sections. No new information is required in this section. The Summary section is an opportunity for you to confirm that all of that information is correct.

At the top of the page, you will confirm the Authorizing Official and contact names and contact information for this grant. The address and contact information that appears for the Authorizing Official and contact were taken from the Login Request Form. If you need to edit any of the Authorizing Official or contact information, click on 'address' or 'contact information' or click on the edit icon to go to the information you need to change.

A 'Print All' button is located at the bottom of this section. Click on this button if you would like to print a full version of the application.

## Submitting the Application

When all sections of the grant have been fully completed, a 'Submit' button will appear at the bottom of the Summary section. Click on this button to submit the application to the NAC. Once you click on this button, you will be unable to make any additional changes to the grant.

*Remember:* Grants must be submitted by midnight on the day of the deadline.

# PROJECT EVALUATION & FINANCIAL REPORT

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You must submit a final report within 30 days after the end date of your project. After the project end date, the final report icon will appear on your organization's e-grant home page next to the grant that to which it applies. Click on that icon to begin filling out the final report.

You will be able to access the final report at anytime until the end of the 30 day period. As with the e-grant application, the 'Submit' button will not appear until all sections are complete. When you submit the final report you will be unable to make any additional changes.

Support materials, including programs, reviews, news clippings and other materials related to the project must be sent to the NAC, postmarked by the day of the deadline (30 days from project end date), or delivered to the NAC office no later than 5:00 pm on that date.

## E-GRANT FREQUENTLY ASKED QUESTIONS (FAQ)

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### **What is an e-grant?**

An e-grant is a grant application to the NAC that is filled out and submitted on the internet. All grant applications for NAC programs must be processed through the e-grant system.

### **How do I get into the e-grant system?**

Before you or your organization can submit an application to the NAC, you will need to obtain a Login Request Form. You can download this form from the NAC website, at [www.nebraskaartscouncil.org](http://www.nebraskaartscouncil.org). Complete the Login Request Form and mail it to the NAC. When the information on the Login Request Form has been confirmed, the NAC will e-mail your organization's login and password to the Authorizing Official. To login and begin completing an e-grant application, go to the NAC website to access the e-grants site.

### **Our original Authorizing Official is no longer with the organization. Does this matter?**

Yes! The Authorizing Official's signature on the Login Request Form approves the grants that you submit through the E-grant system. This is the person who has legal fiscal responsibility for the organization. The Authorizing Official's signature should always be current, as this is the electronic signature used to confirm that all information submitted in the grant is correct. Contact the NAC should your organization need to change Authorizing Officials.

### **What if I lose my e-grant password?**

If you lose your e-grant password, please e-mail [egrant@nebraskaartscouncil.org](mailto:egrant@nebraskaartscouncil.org) or call the NAC. Once you change your password in the system, no record is kept of it within the e-grant system. NAC can re-set your password, and e-mail this information to the Authorizing Official.

### **Do I have to complete the grant all at once?**

No. Once you log onto the e-grant website you will be able to complete part of the application, save it, and return to work on it again later. When the application is complete, all six sections listed on the sidebar menu will have the green dot with the red checkmark. At this point, the 'Submit' button will appear at the bottom of the Summary section. Go to that section, and click on 'Submit' to send your grant to the NAC.

### **What are those funny symbols on my organization's home page?**

Those symbols are the 'icons' that function as guides to assist you with the application. Click on the sidebar menu item 'Icon' on your home page to view a table that describes each icon. This table is also included on page 23.

### **I completed a section of the e-grant, and started working in another section. When I went back to look at my work, it was gone. What happened?**

You probably did not click on the 'Save' button at the bottom of the section. Before leaving one section to work on a different section, be sure to always click 'Save'. In the Budget section, in the Itemization windows, be sure to click 'Save' each time you enter budget amounts.

### **I completed a section of the e-grant, and then clicked on the 'Back' button of my web browser. When I went back to look at my work, it was gone. What happened?**

Again, you probably did not click on the 'Save' button at the bottom of the section. Be sure to click 'Save' whenever you make any changes to the content in a section. Plus, in the NAC e-grant system, it is advisable to click on the list of six sections on the sidebar menu when navigating your e-grant application instead of using the 'Back' and 'Forward' options on your web browser.

**Can I spell check my responses entered in the Narrative section?**

No. It is a good idea to compose your Narrative section responses in a word processing program (such as Word or WordPerfect) that includes a spell check feature for editing. Then you can use the 'cut' and 'paste' edit features to transfer your narrative responses from the word processing program into the Narrative section.

**The Budget section won't allow me to enter amounts. Why?**

You can only enter amounts in the Itemization windows. Click on the grid symbol beside the Expense or Revenue line. When you do this, the Itemization window will open. You can enter itemized amounts and item descriptions in the boxes provided. Be sure to click on the 'Save' button before you close the window, or you will lose your work!

**How do I "sign" my e-grant?**

The e-grant application is a legal document. The Authorizing Official's signature on file at the NAC is the official electronic signature that confirms your organization's legal responsibility to the NAC for fulfilling the project that you have proposed in the application. The Authorizing Official, with legal fiscal responsibility for the organization, should keep the e-grant system login and password information in a safe place.

**Can I print out my application?**

You can print out each section of your application at any time. We encourage you to print off a copy of your application after it has been submitted, for your files. However, you cannot submit any printed copies of the grant to the NAC.

**When do I need to mail in my support materials?**

Support materials must be postmarked (not metered) by the day of the deadline, or delivered to the NAC by 5:00 pm on that date.

**Will I get notification or a receipt that I have submitted my e-grant application?**

Once you have submitted the application, an e-mail notification will be sent to the Authorizing Official and the contact (if this person is not the Authorizing Official), confirming receipt of the e-grant application.

**Why did some of the grant programs "disappear" from the list under My Applications on my home page?**

Depending on the type of your organization, you may not be able to apply for a specific type of grant. For example, if you are a Basic Support Grant organization, you cannot apply for a Project grant at the March 1 deadline. At that time, the Project grant applications will not be listed on your home page.